**APPLICATION FOR AUTOMATION CAPITAL ALLOWANCE FOR SERVICES**

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| **Checklist** |
| 1. | Three sets of application form |[ ]
| 2. | A copy of Certificate of Incorporation of a Company |[ ]
| 3. | A copy of business license  |[ ]
| 4. | A copy of permit/licence/registration/ accreditation/certificate/approval letter/supporting letter from relevant ministry/agency/regulator |[ ]
| 5. | A copy of incentive approval letters (if applicable) |[ ]
| The following documents are to be certified by the External Auditor: |
| 6. | List of purchased and installed machinery/equipment/software specifying its functions  |[ ]
| 7. | Invoices/Purchase Orders and Delivery Orders for the machinery/equipment/software |[ ]
| 8. | Proof of payment for the purchased machinery/ equipment/software  |[ ]

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| **Section A: Company Profile** |
| **Company Name** |  |
| **Mailing Address** |  |
| **Date of Incorporation** |  |
| **ROC Number****(a copy of Certificate of Incorporation of a Company to be attached)*****(mandatory requirement)*** |  |
| **Income Tax Reference Number** |  |
| **Business Licence Number****(a copy to be attached)*****(mandatory requirement)*** |  |
| **Permit/licence/registration/ accreditation/certificate/approval letter/supporting letter from relevant ministry/agency/regulator (a copy to be attached)*****(mandatory requirement)*** | Name of regulator/ agency |  |
| Date of approval |  |
| Expiry date (if any) |  |
| **Contact Person** ***(preferably technical person)*** | Name: |  |
| Designation: |  |
| Telephone Number: |  |
| Fax Number: |  |
| Email: |  |
| **Details of Services Activities** |  |
| **Business Location** |  |
| **Commencement Date** |  |
| **Incentive which has been approved / granted by MIDA or any other Ministries / Agencies (if any)** | Type of Incentive | Approval Date & Period | Approving Ministry / Agency |
|  |  |  |
| **Annual Sales Turnover (RM) – last three financial years** | Year 20.. | Year 20.. | Year 20.. |
|  |  |  |

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|  **Section B: Project Cost** |
| **1. Cost of Fixed Assets:** |
| **Item** | **Value** | **Annual Lease *(if applicable)*** |
| **Existing****(RM)** | **Additional****(RM)** | **Existing****(RM)** | **Additional****(RM)** |
| a) Land  |  |  |  |  |
| b) Building |  |  |  |  |
| c) Machinery & Equipment / Facilities and Exhibits / Furniture and Fittings |  |  |  |  |
| d) Other Fixed Assets  |  |  |  |  |
| ***Total***  |  |  |  |  |
| **Item** | **Value** |
| **Existing****(RM)** | **Additional****(RM)** |
| **2. Pre-operational Expenditure**  |  |  |
| **3. Working Capital**  *(Current Assets - Current Liabilities)* |  |  |
| **4. Total Project Cost** *(1+2+3)* |  |  |
| **5. Annual Operational Expenditure***(Operating expenditure represents daily expenses to run a business excluding cost of goods sold (COGS) and expenses that are not directly associated with production/services activities such as depreciation and interest on borrowings* |  |  |

*The COGS refers to direct labour, direct materials, rent of production facilities, depreciation of production equipment and facilities, maintenance and repair of production equipment and facilities, utility cost for production facilities, etc.)*

*For services companies, COGS can also be referred as cost of services directly associated with the delivery of services.*

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|  **Section C: Financing** |
|  **Capital Structure** | **Existing****(RM)** | **Additional****(RM)** |
|  1. Authorised Capital  |  |  |
|  2. Shareholders’ Fund  |  |
| (a) Paid Up Capital  |  |
| (i) Malaysian Individuals  |  |
| * Bumiputera
 |  |  |
| * Non-Bumiputera
 |  |  |
| (ii) Company Incorporated in Malaysia\* |  |
|  |  |  |
| (iii) Foreign Nationals / Companies (specify Name and Nationality / Country of Origin) |  |
|  |  |  |
| **Total of (i), (ii) and (iii)**  |  |  |
| (b) Reserves (excluding capital appreciation) |  |  |
| **Total of (a) and (b)** |  |  |
|  \*For 2(a)(ii), please provide equity structure as follows: |
| Name | RM | Bumiputera (%) | Non -Bumiputera (%) | Foreign (specify country) (%) |
| i)  |  |  |  |  |
| 3. **Loan**  | **Existing****(RM)** | **Additional****(RM)** |
| 1. Domestic
 |  |  |
| 1. Foreign (specify country of origin)
 |  |  |
| **Total of (a) and (b)** |  |  |
| 4. **Other Sources (please specify)** | **Existing****(RM)** | **Additional****(RM)** |
| a)  |  |  |
| b) |  |  |
| **Total of (a) and (b)** |  |  |
| **Total of 2, 3 and 4** |  |  |
| **Financial year end:** |  |
| **Year of Assessment:** |  |

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|  **Section D: Machinery/Equipment/Software for Automation Capital Allowance****Section E: Sales** |
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| **Machinery/ Equipment/Software**  | **Location** | **Unit** | **Function** | **Country of Origin** | **Cost****(RM)** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

***\*Note: (1) All machinery/equipment/software embedded in the machinery and equipment have to be listed in this section. If the space provided is insufficient, please provide the information on a separate sheet of paper*** ***(2) SIRIM’s application fee includes verification for a maximum of 3 machinery at the same location. Additional verification will incur additional fee. Please refer to SIRIM information sheet****Please furnish the following documents. All documents are to be certified by the External Auditors.*1. *List of purchased and installed machinery/equipment/software specifying its functions.*
2. *Invoice/Purchase Order and Delivery order for the machinery/equipment/software.*
3. *Proof of payment for the purchased machinery/equipment/software.*
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|  **Section E: Employment** **Section E: Sales** |
| **Please provide information as per APPENDIX I.** |

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| **Section F: Labour Productivity at Enterprise Level****Section E: Sales** |
|  | **Financial Year Before Automation** | **Estimated Financial Year After Automation** |
| Earnings before interest, tax, depreciation and amortization (EBITDA) |  |  |
| Labour cost (wages and salaries including commission, bonuses and benefits, remuneration and EPF/SOCSO paid by employers) |  |  |
| Total employment |  |  |
| Labour Productivity $= \frac{EBITDA+Labour Cost}{Total Employment}$ |  |  |

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| **Section G: Declaration** |
| I , ……………………..……….……, the Managing Director of ………………………….………………….. |
| hereby furnished all the documents required as stated in the checklist; |
| agree and understand that MIDA may disclose my company’s information as and when necessary and only for purposes under the Malaysian Investment Development Authority (Incorporation) Act 1965 to relevant government bodies or government appointed bodies warrant that no components of the project/activities infringe the intellectual property rights of any third party. The Applicant agrees to fully indemnify MIDA against any loss, damages, costs and expenses including legal costs, which may be incurred as a result of any action or claim that may be made or initiated against it by any third parties alleging infringement of their intellectual property rights.\*have engaged the services of the following consultant for my application: |
| Company Name  |  |
| Address  |  |
| Contact Person |  | Designation |  |
| Tel. No. |  | Fax No. |  |
| Website |  | Email |  |
| I take full responsibility for all information submitted by the consultant(s) |
|  |  |  |
| (Date) | (Signature) |
|  |  |
|  | (Company’s Stamp or Seal) |
| \*Please complete this section if the company has engaged/is planning to engage the services of consultant(s) to act on behalf of the company. Please provide information on a separate sheet of paper if space is insufficient |

1. **FULL-TIME EMPLOYMENT**

| **Category** | **Existing** | **Additional** | **Total** |
| --- | --- | --- | --- |
| **Malaysian** | **Foreign** | **Malaysian** | **Foreign** |
| MANAGERS / PROFESSIONALS |
| 1. Technical qualification
 |  |  |  |  |  |
| 1. Science qualification
 |  |  |  |  |  |
| 1. Information & communication technology qualification
 |  |  |  |  |  |
| 1. Other qualifications (please specify)
 |  |  |  |  |  |
| TECHNICAL / SUPERVISORY |
| 1. Technical qualification
 |  |  |  |  |  |
| 1. Science qualification
 |  |  |  |  |  |
| 1. Information & communication technology qualification
 |  |  |  |  |  |
| 1. Other qualifications (please specify)
 |  |  |  |  |  |
| Sales / Clerical |  |  |  |  |  |
| OTHER STAFF |
| 1. Skilled workers
 |  |  |  |  |  |
| 1. Unskilled workers
 |  |  |  |  |  |

1. **TOTAL EMPLOYMENT BY INCOME - Number of Persons Employed by Average Monthly Salary (RM)**

| **Category** | **Malaysian** | **Foreign** |
| --- | --- | --- |
| **<3,000** | **3,000-<5,000** | **5,000-<10,000** | **10,000 & above** | **<3,000** | **3,000-<5,000** | **5,000-<10,000** | **10,000 & above** |
| MANAGERS / PROFESSIONALS |
| 1. Technical qualification
 |  |  |  |  |  |  |  |  |
| 1. Science qualification
 |  |  |  |  |  |  |  |  |
| 1. Information & communication technology qualification
 |  |  |  |  |  |  |  |  |
| 1. Other qualifications (please specify)
 |  |  |  |  |  |  |  |  |
| TECHNICAL / SUPERVISORY |
| 1. Technical qualification
 |  |  |  |  |  |  |  |  |
| 1. Science qualification
 |  |  |  |  |  |  |  |  |
| 1. Information & communication technology qualification
 |  |  |  |  |  |  |  |  |
| 1. Other qualifications (please specify)
 |  |  |  |  |  |  |  |  |
| Sales / Clerical |  |  |  |  |  |  |  |  |
| OTHER STAFF |  |  |  |  |  |  |  |  |
| 1. Skilled workers
 |  |  |  |  |  |  |  |  |
| 1. Unskilled workers
 |  |  |  |  |  |  |  |  |